

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Staff Services Manager I	DISTRICT/DIVISION/OFFICE DES/Administration/Budget Management Branch	
WORKING TITLE Chief, Contract Management Support Branch	POSITION NUMBER 559-045-4800-xxx	EFFECTIVE DATE October 23, 2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Chief, DES Administration, Office of Budget Management, a Staff Services Manager II, the incumbent will supervise the Contract Management Support Branch. Duties include development, analysis, and management of workload and resource information regarding procurement of contract resources for the Capital Outlay Support Program and other non-Cap Programs in the Division of Engineering Services (DES). This position will manage the 032, 037, 132, 232 and 632 contract budgets for DES by fund type. This position also reviews and approves Accounting and Workload Breakdown Structure (WBS) data as it relates to contract payments, in addition to managing contract databases.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

- | | |
|---------|---|
| 40% (E) | Supervises a Branch comprised primarily of administrative staff working to support the Contract Managers by analyzing invoices and contract resources. Branch work includes the following: Reviewing, encumbering, and processing contract invoices to the Division of Accounting for Branch monitored contracts; Inputting and updating various databases to provide data and reports on contracts for Capital Outlay Support (COS) work and other Non-Cap Programs. |
| 15% (E) | Developing and processing new contract request or amendments to the Division of Procurement and Contracts (DPAC) (Form 360). This Branch is also responsible for the preparation of the COST Report (Capital Outlay Support Tracking Report), which is used to provide funding information for statewide contracts that is reported to the Director on a monthly basis. |
| 25% (E) | Reviews DES contract workload, and makes recommendations as to the distribution of the resource allocation to supervisor and Management staff. Manages the overall DES contract resource budget by fund type. Must be able to navigate through and work proficiently in E-FIS for various contract needs. |

10% (E) Acts as the Division's liaison with the Division of Accounting on contracts and interagency agreements in Advantage and Info-Advantage (E-FIS). This includes dealing with encumbrances and expenditure adjustments.

5% (M) Acts as the Division's liaison with the Division of Procurement and Contracts (DPAC) on contracts and interagency agreements for project-related work.

5% (M) Act on behalf of the Chief, Office of Budget Management (SSM II) during absences.

SUPERVISION EXERCISED OVER OTHERS

Directly supervises contract management workload of 5-7 administrative staff in the Branch.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Requires program/project management and strong communication skills, as well as a detailed knowledge of Project Management, Project Development, engineering practices and processes, team building and conflict resolution. Knowledge of computer applications, hardware and software.

Must be skilled in good management practices and be able to analyze situations accurately, adopt an effective course of action, develop and maintain cooperative working relationships, and demonstrate capacity for assuming increasing responsibility. The incumbent must be familiar with the Department's strategic plans, purpose, mission, vision and goals, safety, labor relations policies, and must possess the ability to effectively contribute to them.

Must be able to analyze program/project requirements, including interpreting frequently changing and detailed Department guidelines. In addition, the incumbent must perform a full range of analysis and recommend solutions for sensitive issues that could affect program and project priorities and DES personnel.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Responsible for decisions and actions that affect timely contract delivery. Improper planning or decisions may result in contract delays that could increase project cost and be detrimental to the public interest.

Expected to act professionally and courteously at all times. Failure to do so would negatively impact the credibility and effectiveness of the Budget Management Branch and the DES.

PUBLIC AND INTERNAL CONTACTS

Must maintain an effective professional working relationship internally within the DES, the Districts, and Corporate. The success of the DES and Caltrans in meeting the project delivery goals hinges on the ability of the incumbent to effectively communicate with District management, task/contract managers, and functional staff.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of their workday. Some walking may be required.

Must be able to effectively communicate in English and may be required to make presentations, lead workshops, and serve on quality teams. The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, reasoning, auditing and editing, problem solving, and report creation and writing.

Must be able to organize and prioritize large volumes of varied documents. The workload is subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments. The incumbent must have the ability and aptitude to utilize a personal computer to update, retrieve, and analyze information.

Must be able to multi-task while regularly responding to e-mails and phone calls. This position requires the incumbent to be flexible and adaptable to changing policies, rules, and regulations as it relates to personnel administration. Must be able to adapt to changes in priorities, and complete tasks or projects with short notice and work with others in a cooperative manner. The incumbent must have the ability to develop and maintain cooperative, collaborative working relationships with staff as well as other departmental employees and recognize emotionally charged and/or sensitive issues and problems and handle them effectively and appropriately. Employee must recognize and respond appropriately to difficult situations and priority issues arising within a dynamic work environment, and must facilitate effective solutions. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

The incumbent must possess the ability to formulate effective strategies consistent with the Division's business plan and develop new insights into situations and apply innovative solutions to make organizational improvements. The person in this position must have the ability to supervise and direct the workload of staff working to meet critical deadlines. The incumbent must have the ability to effectively coordinate multiple assignments with concurrent due dates.

WORK ENVIRONMENT

Incumbent will be exposed to various work environments. In an office setting, incumbent must be able to sit and/or stand for long periods of time. Will be exposed to artificial lighting in a climate-controlled area. Some travel may be required, therefore, incumbent must be able to travel using a car or commercial transportation.

I have read, understand, and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee Signature and Date

I have discussed with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Supervisor Signature and Date